



Embassy of the United States of America

Islamabad, Pakistan

Date: Aug 21, 2020

To: Offeror

Request No: **19PK3320Q1023**

From: Contracting Officer
General Services Office
US Embassy,
Diplomatic Enclave, Ramna 5,
Islamabad.

E-mail: AliZ4@state.gov; LatifM@state.gov;

Phone: 92-51-201-4417

Subject: **Request for Quotation – Giveaway Items (Caps, T-Shirts, Mugs & Pens)**

The US Embassy, Islamabad Pakistan is inviting the bids from the potential vendors of the Open Market **“Trading in the field of giveaway/ branding items Only”**. The detailed specification of the needed giveaway items are specified below. Also, the pictures reflecting the designs and Logo of Lincoln Corner (LC) is attached as .pdf along with this advertisement for clear understanding to the Offerors.

1. Item Description

As listed below:

Sr. #	Item's Details	Required Quantity
1	Bookmarks Lincoln Corners Logo on both sides Graphics provided by publisher Height: 6" Width: 2"	9000 each
2	T-Shirt 100% Cotton Preshrunk White Jersey Double-Needle Cover Stitched Front Neck Shoulder-to-Shoulder Tape Double-Needle Stitched Bottom Hem and Sleeves High-Density Fabric for Exceptional Print Clarity Ash is 98% Cotton, 2% Polyester: Athletic Heather	9000 each

3	Pens Rollerball Metal Pens Elegant Design Black or Silver Body Choice of Black or Blue Ink Rollerball Tip Lincoln Corner log on both sides Material: Metal Dimensions: 5.5" H x 0.5626" W Imprint Area: 1.25" W x 0.375" H Ink Color: Black, Blue Case Pack: 5	9000 each
4	Mugs Two-tone Bistro Mugs Holds 16 Oz. of Liquid Smooth Molded Ceramic Composite Two Toned Glossy Vibrant Color Interior Clean White Exterior High Curved Color Matching Grip for Easy Grab-n-go Handling Printed LC logo on both sides Dimensions: 4.1" H	5000 each
5	Tote Bags 27"(L) x 1"(W) Reinforced Cotton Straps Long Reinforced Straps Large Imprint Area Hand Wash Only Printed LC logo on both sides Material: 100% Natural 5 Oz. Cotton Fiber Dimensions: 14.5"W x 16"H Imprint Area: 9.00"W x 9.00"H Full Color Area: 9"	9000 each
6	Caps Brushed Cotton Multiple color options Snap buckle closure Brass snap clamp closure Material: Brushed Cotton Dimensions: Adult Size Imprint Area: 4.00"W x 2.50"H Weight: 17.6lbs Lincoln Corner Logo on front side	9000 each

7	Notebooks (as per shown picture) Quality printing with heavy gram papers Inner leaf must have lines and date on the top left corners <i>Size:</i> Height: 9 inches Width: 6 inches	9000 each
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2. Images:

The pictures of **Item# 1 – 6** are shown in .pdf file attached along with this RFQ on the Embassy website.

The picture of **Item# 7** is as under:



3. Terms & Conditions:

a) Mode of Payment:

Payment will be processed through EFT within 30 days of the date that a correct invoice conforming to the provisions of the Purchase Order is received at the US Embassy, Islamabad Warehouse and satisfactory completion of the delivery of acceptable items.

b) Sampling:

The vendors with competitive pricing and offering the acceptable quality of the giveaway items will afford the cost and provide the Samples of all (07) seven items before the issuance of the Purchase Order (PO). In case of the acceptable samples to the Embassy, the approved PO will be placed to the awardee vendor.

c) Period of Performance/ Delivery Address:

- The delivery is required to be made within 20 – 25 days after receiving of the approved Purchase Order.
- Vendor will deliver the ordered supplies at Plot # 281 – 283 (Ex 7up factory), I-9/3, Industrial area, Dry Port Road, Islamabad.
- Deliveries will be accepted only on Tuesdays and Thursdays from 10:00 a.m. to 01:00 p.m. only; deliveries outside these days and time will be refused.
- Contact us at least three working days prior to delivery date, and provide with full name/s (as written on NIC) of the person, driver/helper who will deliver the stuff, along with particulars of Purchase Order, vehicle/s to be used like make, model, color and license plate (registration) number.
- **IMP:** The vendor will meet the agreed time of delivery and in case of any negligence without having any Force Majeure, the vendor will be held responsible for the delays and bear the penalty cost i.e. reduction in the approved price of each items per ratio of 4% on daily basis.

d) Delivery Schedule:

Deliveries are required to be made once in full, however, the Embassy would allow the Partial Delivery & Partial Payment to the vendor.

4. Purchase Order/ Contract Clauses:

FAR & DOSAR (attached) clauses will apply to this Procurement. These clauses can be accessed through following link: <https://acquisition.gov/browsefar>

- 52.249-2: Termination for Convenience of the Government (Fixed-Price)
(MAY 2004) Alternate I (APR 1984)
- 52.212-4: Contract Terms and Conditions--Commercial Items (May 2015)
- 52.212-5: Contract Terms and Conditions Required to Implement Statutes or Executive
Orders--Commercial Items (Feb 2016)
- 52.243-1: Firm Fixed Price.

5. Quote Submission's Due Date:

Please submit your quote No later than by **September 05, 2020 to:**

**Contracting Officer,
GSO Procurement & Contract
U.S. Embassy, Club Road
Diplomatic Enclave, Ramna-5,
Islamabad**

Or via Email to following email addresses:

AliZ4@state.gov

LatifM@state.gov

Note: Please prepare a quotation on your company letterhead in accordance with the requested details of this RFQ.

- Please mention the reference of our Request Number **19PK3320Q1023** on all your correspondence regarding this RFQ for price quotation and matters ahead of that.
- The Embassy needs the delivery detailed in 2(b) above and **WILL NOT** provide any Custom Clearance related documents for the import clearance.
- The Embassy may only provide the Tax Exemption Certificate from **Ministry of Foreign Affairs** after receiving the PROFORMA Invoice and it may take time of 60 – 90 days. The vendor/ firm will be responsible to get the Zero-Rated Certificate from Federal Board of Revenue (FBR).
- Please include list (if available) of your clients whom you sold the equipment of this RFQ for last two years.